

*Science ATL Inc. is a 501(c)(3) nonprofit organization that **brings people together through the wonder of science** with a mission to cultivate an equitable community of lifelong learners across metro Atlanta who are connected and inspired by the wonder of science. Founded in 2014, the organization produces the Atlanta Science Festival annually in the spring and other public science events year-round.*

*The Atlanta Science Festival Coordinator will coordinate an annual two-week Festival that celebrates local science and technology every March, featuring more than 100 events throughout metro Atlanta and reaching 60,000 children and adults annually. This is a **part-time, seasonal, non-exempt** position running from **October through March**, reporting to the co-Executive Director based in Decatur, GA. The work hours for this job vary, with peak effort approaching 40 hours per week January through March. Ideally, this person will return annually. The position is primarily remote, with biweekly in-office staff meetings and in-person event attendance expected.*

The ideal candidate is organized and detail/process-oriented, good at documenting activities via spreadsheet/database, and communicates with kindness, warmth, and efficiency.

Job Responsibilities:

- Coordinate the annual Atlanta Science Festival with support from other staff. The job will entail:
 - Evaluating and finalizing event and Expo proposals from partners
 - Maintaining and managing all event details in our database
 - Frequent and regular communication with 80+ partners
 - Liaising with each event partner for all Festival events (~130 events) to ensure event details meet Festival's goals and are properly promoted and supported
 - In partnership with event management company, ensure all logistics are managed for Expo event
 - Improving systems and optimizing automations to build increased efficiency
 - Preparing and coordinating delivery of materials to event partners
 - Attending Festival events as a Science ATL point person. Note that this will require working weekends and evenings in March (typically the 2nd and 3rd weeks of March), as needed, to be present for events.

Qualifications:

- Event management experience
- Project management experience: Ability to conceive of a project and fully manage the execution of it, from goals to tactics to success metrics and evaluation, with an attention to detail and long-term plans
- Excellent writing, editing, and verbal communication skills
- Love of science, and our mission. Passion for this specific work.
- Ability to work both independently and in a team, and to collaborate with individuals from different organizations.

- Ability to travel with Science ATL gear throughout the greater metro region to meet partners and support events
- Elements of this job will require being able to carry/transport objects of up to 50 lbs
- Interest in filling this role annually
- Knowledge of Atlanta geography, cultures of different communities, and venues around the city
- A constant improvement mindset

Bonus Qualifications:

- Familiarity with Airtable, Neon CRM, Slack, WordPress and Canva is a plus

Salary & Hours: \$35/hour. Expected hours from October to March will vary (Estimated 500-600 total hours: 5-20 hrs/wk in October - December, 20-40 hrs/wk in January - March)

Closing Date: October 9, 2026 or until the position is filled. Applications will be reviewed on a rolling basis.

To apply: Submit cover letter and resume at <http://scienceatl.org/careers>

Science ATL Inc. welcomes applicants from all backgrounds and identities. We foster a joyful workplace environment that celebrates diversity.

Our work culture is a casual, fun-loving environment behind the scenes, with a polished face to the public and our partners. Attention to detail and professional communication are extremely important. We expect team members to work both independently and collaboratively, and to support one another. Employee voices and ideas are valued. Initiative is expected. An ideal team member has warmth, a sense of humor, a collaborative spirit, commitment to equity, a love of science, a growth mindset, and the ability to maintain professional relationships with diverse people.